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DTR-7932

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25 SEP 1972

**MEMORANDUM FOR: Director of Planning, Programming
and Budgeting**

THROUGH : Deputy Director for Support

**SUBJECT : Establishment of Positions for the
Information Science Center**

**REFERENCE : Memo from DDS 72-2715 dtd 10 July 72,
Subj: FY 1973 and FY 1974 Position
and Fund Control Figures**

1. On 1 July 1972 the Office of Training assumed responsibility for the control and direction of the Information Science Center from the Defense Intelligence Agency. At that time [redacted] a GS-16 ST designee was appointed to oversee the activity. The Information Science Center staff included [redacted] and [redacted] both GS-15 officers on detail from DDS&T. In addition [redacted] continued to assist with the program and we assigned [redacted] a GS-07 designee as administrative secretarial support.

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2. The attachment in the referent memorandum regarding position and fund authorization for FY 1973 and FY 1974 indicates that we would be allotted five positions and the necessary funds to staff the ISC. We have, therefore, obtained position descriptions from the Defense Intelligence Agency regarding the staffing of ISC. These descriptions have been reviewed and discussed with PMCP/OP and found to be valid. Copies of these position descriptions are attached.

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3. In projecting the necessary staffing pattern we have arrived at the following proposal. We recommend that four staff positions be established to accommodate the staff personnel cited in Paragraph 1 above. These positions should be allocated as follows: 1 GS-16, 2 GS-15, and 1 GS-07. The ceiling for the fifth position should be converted to one contract ceiling inasmuch as it is our hope and intent to hire [redacted] as a contract employee upon his retirement from the military service. Pending the establishment of the Table of Organization we have taken action to assign the four staff employees to our Development Complement against the proper account number so that the funds allocated for ISC will be properly used.

4. It is recommended that favorable action be taken on this request at the earliest possible time.

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[redacted]
for MUGH T. CUNNINGHAM
Director of Training

Att

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